



Cape Fear Public Transportation Authority

JOB DESCRIPTION

- POSITION TITLE:** Fleet Mechanic
- JOB SUMMARY:** Ensures vehicles operate in a safe, comfortable, like-new condition by performing highest quality maintenance repairs on all aspects of vehicle systems.
- WORK SCHEDULE:** Forty (40) hour work week. Hours may vary. Overtime may be offered and sometimes required. Must be available during disaster and emergency events.
- REPORTS TO:** Vehicle Maintenance Manager / Maintenance Supervisor / Operations Manager

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Assist in the removal or installation of all units on any company vehicle with supervision
- Service vehicles without supervision
- Ensure vehicles operate in a safe, comfortable, like-new condition by performing highest quality maintenance repairs on all aspects of vehicle systems
- Perform quality preventive maintenance inspections on all vehicles and equipment assigned to the property
- Assist in diagnoses and repairs to mechanical, electrical, HVAC, pneumatic, hydraulic systems, transmissions, and gas/diesel engines, with supervision and help as needed
- Assist on road calls, on-the-road repairs, and road tests as needed
- Properly complete work orders and signing out of parts when used on vehicles
- Keep all company tools and equipment clean and in good working order
- Work well with all other departments, co-workers, and supervisors
- Demonstrate the ability to work in a safe manner
- Perform shop cleanup at the end of shift
- Ability to learn and comprehend maintenance manuals, parts books, and electrical diagrams
- Must have own tools up to one inch and toolbox

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Minimum one-year automotive or heavy-duty truck repair experience
- General knowledge of cranking, charging, electrical, and hydraulic systems.
- Ability to use both standard and metric tools required.
- A drug test and pre-employment physical exam is required
- Must maintain driver insurability standards
- Be able to obtain a valid Class B North Carolina Commercial Driver's License with Air Brakes and Passenger endorsements to be able to operate and switch off buses.
- Maintain current DOT physical certification, and a good motor vehicle record.
- Must be able to lift up to fifty pounds.
- Must be able to climb and work from ladders and other lifts.

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, Transit Management of Wilmington reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, work load changes, rush jobs, or technological developments).

STATUS: FLSA Non-Exempt

SALARY RANGE: In accordance with current collective bargaining agreement

REVISION DATE: 10/13/23